

FMLA Eligibility Calculator

myUFL now features an FMLA Eligibility Calculator. This calculator is available to employees, supervisors, and department administrators. Use the following steps to access and use the calculator. **Please note Eligibility for Emergency FMLA under the Families First Coronavirus Response Act is determined differently and is not taken into account using this calculator.**

my.ufl.edu navigation

Employee

Main Menu → My Self Service → Benefits → UF FMLA Calculation

Supervisor

Main Menu → Human Resources → Manager Self Service → Time Management → UF FMLA Calculation

Department/Unit HR

(must have the **UF_EPAF_Department Admin** OR **UF_EPAF_Level 1 Approver** security role)

Main Menu → Human Resources → UF Departmental Administration → UF FMLA Calculation

Employee

1. Enter the date in which your FMLA will begin in the **Date** field (the field will default to today's date)
2. Click the **Calculate** button
3. Your number of **Eligible FMLA hours** will be displayed**

Supervisor (Manager Self Service)

1. Enter the UFID of the employee in the **Empl ID** field (if unknown, enter other search data such as last name)
 - a. *NOTE: Only employees who report to you will display*
2. Click the **Search** button
3. Enter the date in which the employee's FMLA will begin in the **Date** field (the field will default to today's date)
4. Click the **Calculate** button
5. The number of **Hours used in previous 12 months** and **eligible FMLA hours** will display**

Departmental Administrator/HR

1. Enter the UFID of the employee in the **Empl ID** field (if unknown, enter other search data such as last name)
 - a. *NOTE: Only employees in your department will display*
2. Click the **Search** button
3. Enter the date in which the employee’s FMLA will begin in the **Date** field (the field will default to today’s date)
4. Click the **Calculate** button
5. The number of **Hours used in previous 12 months** and **eligible FMLA hours** will display**

Other Messages**

If you are not currently eligible for FMLA leave the following message will be displayed:

Currently, you are not eligible for FMLA. The system indicates that you have not been employed with UF for a total of 12 months, which need not be consecutive. If you have questions or would like to speak with someone regarding your eligibility, please contact your departmental HR representative or Central Leave at 352-392-2477 or by email at fmla@hr.ufl.edu.

If you have exhausted your FMLA leave the following message will be displayed:

Currently, you are not eligible for FMLA. The system indicates that you have exhausted your annual FMLA leave entitlement. If you have questions or would like to speak with someone regarding your eligibility, please contact your departmental HR representative or Central Leave at 352-392-2477 or by email at fmla@hr.ufl.edu.

**For assistance with policies & procedures contact UFHR at
humanresources@ad.ufl.edu or 352-392-2477.**

For technical assistance, contact the UF Computing Help Desk at 352-392-4357.